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Climate-Ready Plans and Processes Community of Practice Terms of Reference

Updated January 2026

ABOUT LOCAL LEADERSHIP FOR CLIMATE ADAPTATION

On June 3, 2024, FCM's Green Municipal Fund (GMF) launched its new initiative, Local Leadership for Climate Adaptation (LLCA). This \$530-million initiative represents one of the largest ever investments in building livable and resilient communities in preparation for climate change in Canadian history and is a key initiative under Canada's National Adaptation Strategy. As part of this initiative, capacity development offerings will enable skill development and training to help local governments build more resilient communities and equip municipalities with the tools they need for proactive and equitable climate resilience planning and action.

To learn more, visit: [Local Leadership for Climate Adaptation | Green Municipal Fund](#)

ABOUT CLIMATE-READY PLANS & PROCESSES

Climate-Ready Plans & Processes specifically extends grant funding and capacity building to promote *equitable* climate adaptation and climate-ready communities. The Climate-Ready Plans and Processes offer helps municipalities develop the strategies needed to address climate risks and ensure long-term resilience. The goal is to help municipalities create equitable, nature-positive adaptation plans.

ABOUT THIS COMMUNITY OF PRACTICE

Centered on the goal of **creating opportunities for facilitated peer learning around the Climate-Ready Plans & Processes (CRPP) program**, GMF's Capacity Development team launched the LLCA CRPP Community of Practice (CoP) in March 2025. **The CoP provides a forum for members who are leading or involved with these initiatives in their respective communities to connect with peers across Canada, discuss common challenges and best practices, and learn from one another and from experts in the field, with the goal of building the knowledge, skills and networks needed to successfully deliver their actions.** GMF staff commit to hosting and facilitating this network.

CoP members commit to actively participating in the CoP, sharing their experiences and learnings with each other, and contributing to the development of emerging best practices on municipal climate readiness in Canada.

Scope of activities

This CoP's topics focus on learning opportunities for members on equitable climate resilience and integration into municipal plans and processes. With this theme in mind, its purpose is to provide members with opportunities for:

- Exchanging knowledge, resources and best practices on the development of climate risk assessments, adaptation plans & strategies, and more.
- Connecting with subject matter experts in the field of climate change, planning, natural assets, equitable adaptation, Reconciliation, etc.
- Accessing group training and professional development opportunities.
- Gaining awareness of national resources and capacity development activities related to the LLCA initiative.

The CoP will explore the following aspects of CRPP:

- People, partnerships and governance topics like how to establish cross-functional teams and gaining council commitments to climate action
- Development and preparation of processes and documents such as climate risk assessments, impact assessments, adaptation plans, risk prioritization, data collection and evaluation tools
- Developing networks and collaborative relationships with stakeholders, rights holders, partner organizations and others to help identify and prioritize inclusive adaptation plans

Eligibility and membership

Members

- Participation in this CoP is open to **municipal staff, municipal elected officials and staff from any organization that delivers local municipal services**, inclusive of municipalities and regional local governments.
- Participation in this CoP is also open to staff of [Provincial and Territorial Associations](#) (PTAs).
- To maintain an active and dynamic membership, GMF recommends that **1-3 members per organization participate**.
- Members are strongly encouraged to attend as many of the 6/year meetings as possible in order to harness the greatest benefits of this opportunity to build knowledge, skills and connections. Registered members are required to attend a minimum of 1 meeting/year.

Membership renewal

These terms of reference will be reviewed by GMF and re-circulated to members on an annual basis. Existing membership will automatically be renewed annually, unless the member opts out, which they may do at any time via email: smacford@fcm.ca.

Guests and speakers

GMF staff will invite guest speakers and facilitators to join CoP meetings based on the needs and interests of the group. Speakers may include practitioners, representatives of various organizations, FCM staff and members of the CoP.

Members are encouraged to invite colleagues who meet the CoP eligibility requirements to attend meetings by forwarding the invitation. After someone new attends a meeting, the GMF team will follow up to find out if the new attendee is interested in joining the CoP.

Format and frequency of meetings

- Meetings will be held **every two months for 1.5 hours via Zoom**.
- Meetings will typically consist of a short presentation, followed by significant time for peer learning, discussions, and workshopping. The presentations will be recorded in English and French and made available to members. Discussions and activities will not be recorded.
- Priority topics will be identified in consultation with CoP members.
- To accommodate the availability of participants across different time zones, meetings will generally be scheduled on the **third Thursday** of the following months, **at 1:00-2:30pm ET**:
 - Thursday, May 21, 2026
 - Thursday, July 16, 2026
 - *Exception: No session will be held in September 2026.*
 - Thursday, November 19, 2026
 - Thursday, January 21, 2027
 - Thursday, March 18, 2027
- When necessary, meetings may be rescheduled to avoid conflicts with other municipal adaptation and climate change events, holidays, or other opportunities that are relevant to CoP members.
- This CoP will be bilingual, and members are welcome to participate in the language of their choice. Sessions will primarily be held in English with simultaneous interpretation available in French.
- Occasionally, all or parts of a session may be delivered in French, with simultaneous interpretation available in English. Slide decks, summaries, and agendas will always be available in both languages. Other core meeting documents will be translated as needed.

- The format of the CoP activities will be tailored to meet the needs of members and will be updated over time as those needs evolve.

Roles and responsibilities

GMF staff

GMF staff will manage the community and provide administrative support and meeting facilitation to ensure the group achieves its objectives, including:

- Coordinating meeting schedules, agendas, simultaneous interpretation, Zoom links, slide decks/resources and other logistics.
- Coordinating topics, presenters and the facilitation of the meetings
- Preparing and circulating meeting agendas, minutes, meeting recordings, upcoming opportunities, resources shared, presentations and related materials.
- Setting up the technology and translation support for meetings.
- Administering post-session surveys.
- Maintaining a shared document folder.
- Maintaining the member list and onboarding new members.
- Packaging and sharing materials and lessons learned with the group and with other interested municipalities and stakeholders, where relevant.
- Coordinating periodic evaluations and adapting the format and activities to respond to members' needs and feedback.

CoP members

Members of the Community of Practice commit to actively participate in group activities and to contribute to the achievement of its objectives, notably by:

- Attending meetings regularly.
- Engaging actively during meetings, which are designed to be participatory.
- **Voluntarily step forward whenever possible or when asked by GMF staff to present and/or lead an activity.**
- Sharing experiences, knowledge, and resources with the group with the intent of overcoming challenges and improving the delivery of their own program and supporting the effective design and delivery of other local adaptation initiatives.
- Sharing information to support the advancement of adaptation in Canada (e.g. program and policy developments, research, knowledge resources, events).
- Providing timely input and feedback on CoP activities.
- Contributing to annual evaluation of the CoP and its tools.
- Sharing information about other learning activities related to climate adaptation planning with the group and with GMF staff to avoid duplication of activities and to help promote these events more broadly.

Shared GMF and CoP member responsibilities

Both GMF staff and CoP members commit to:

- Suggesting ideas for session topics and possible guest speakers
- Inviting guests and guest speakers, upon prior agreement
- Presenting and/or facilitating activities during meetings

Group communications

Primary means of communication between GMF staff and CoP members will be through email.

Members will also be invited to access a Climate-Ready Plans and Processes CoP Teams Channel hosted by GMF. Members are encouraged to use the Teams Channel freely to post updates about their projects, ask questions to other members and share resources. The Teams Channel also allows members to access past meeting recordings and materials.

GMF staff maintains a list of member names and emails, from which members may opt out at any time. The list is available on the Teams Channel.

GMF will provide technical support to ensure members can access the platform.

Code of conduct

The CoP has established the following group norms to help members work and collaborate effectively during meetings:

- **Support the group process** by respecting start and break times.
- **Commit to confidentiality** of others' personal stories.
- **Speak from the heart** by sharing our own direct experiences and avoid speaking on behalf of others.
- **Strive to stay present** and engaged during the session and avoid multi-tasking.
- **Stay open** by noticing judgements/assumptions about ourselves or others and try to suspend them if possible.
- **Be curious:** Listen to learn, and seek first to understand, then to be understood.
- **Take space & make space** so that all voices can be heard.
- **Welcome and hold diversity** by recognizing that many perspectives and truths are real and can co-exist.
- **Accept and expect non-closure:** This work is complex – we may leave with some unanswered questions and that's ok and part of the learning process.
- **Assume good intentions and remember that intentions don't negate impact.**

Evaluation

Members will be invited to complete a short feedback survey at the end of each meeting, and to participate in an annual evaluation of the LLCA capacity building activities. This feedback will help GMF staff adapt the CoP and other learning activities to ensure they meets members' needs and to report on the effectiveness of GMF's capacity development activities related to the LLCA initiative.

Becoming a member

Eligible individuals may become a member at any time by completing the form found on the webpage [Resource: Join a climate adaptation community of practice | Green Municipal Fund](#).

For any questions, please email Sarah MacFord (Advisor, Capacity Development – Adaptation • Green Municipal Fund): smacford@fcm.ca.